



National Civil Service League
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September 28, 1979

Honorable Stansfield Turner
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Turner:

The Board of Directors of the National Civil Service League invites you to support excellence in the public service by nominating outstanding employees for the 24th Career Service Awards Program.

The enclosed nomination leaflet describes the program in detail, and we would appreciate your forwarding it to your personnel offices. We encourage nominations within the broadest possible range -- both women and men, from various grade levels, from the field, and from all ethnic groups.

We will be pleased to cooperate with your agency in this Awards Program, which will culminate in the Awards Ceremony for the 10 awardees this coming December.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mortimer M. Caplin'.

Mortimer M. Caplin
Chairman of the Board

MMC/krk
Enclosure

Career Service Awards program

The National Civil Service League has been a leader in the promotion of good government since the League was established in 1881. One of the ways it has promoted this concept in recent years has been through the Career Service Awards Program.

This annual program provides national recognition for ten federal employees who have distinguished themselves in public service.

The winners are selected based on demonstrated efficiency, achievement, character and service. They are nominated by agency and department heads and are given extensive publicity through radio, magazines, and newspapers.

Award recipients are honored guests at a presentation ceremony which is attended by leaders of government, business and the professions.

Nomination Criteria

The nominee must be employed in one of the career services of the federal government. This employment must span at least ten years. However, the service may include time in military service and employment in state or local as well as in the federal government.

Nominees must have a record of integrity and devotion to the principles of public service.

They must have demonstrated exceptional efficiency, sustained superior performance and accomplishment. Since many nominations will be considered, it is important that the nomination procedure be followed as outlined to facilitate selection.

Nominations should be made as early as possible. Final deadline for submission is October 30, 1979. The Awards ceremony will be held in December.

Nominating Instructions

Men and women in all grades and occupations, in the field, overseas, and in the departmental services are eligible. Nominees must meet the criteria established in this announcement.

WHAT TO SUBMIT: Each agency and department head may nominate one candidate by submitting before October 30, 1979.

1. **Written Statement:** Six copies, no more than five pages in length containing:
 - Justification in detail for the nomination in terms of the primary considerations noted in the criteria.
 - Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
 - Comments on the candidate's participation in professional, social and civic activities and organizations.
2. **Summary Statement:** 25 copies, (*original must be signed by agency head*) preferably one page long, but two pages will be accepted—organized as indicated below:
 - Name, title and grade.
 - Business address and phone number.
 - Residence address and phone number.
 - Education and degrees (including names of schools).
 - Length of service.
 - Chronological synopsis of career service progression, showing title and government organizations.
 - Brief statement setting forth in summary the substantive achievement(s) which qualify the candidate for consideration and indicating the agency head's primary reason(s) for submitting the candidate's name.
3. **Nomination Form** found in this leaflet.

THE NATIONAL CIVIL SERVICE LEAGUE

The League is a nonpartisan, nonprofit citizens' organization founded in 1881 to promote efficiency in federal, state and local government. Its publications and action program of research-education-counseling-advisory services represent the *citizens* in promoting improvement of public personnel management. It is supported by tax-deductible gifts from citizens, organizations, corporations and foundations who are concerned with the quality of public administration in our society. Membership is open to all who want to improve government.